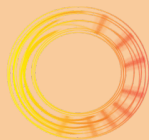


Memory Lab Goals & Expectations: Formulating a Plan

Webinar #2

Friday, February 12, 2021



CALIFORNIA
REVEALED

Memory Lab
Network
dc public library



California
STATE LIBRARY
FOUNDED 1850
PRESERVING OUR HERITAGE. SHAPING OUR FUTURE



INSTITUTE of
Museum and Library
SERVICES



Memory Lab Webinars

January: Memory Lab Model(s)

February: Goals & Expectations

March: Intro to Digital Concepts

April: Intro to Audiovisual Preservation

May: Equipment Set Up, Workflows, Troubleshooting

June: Training Staff

July: Evaluating

August: Sustaining & Expanding

Register: <https://californiarevealed.org/memorylabs>

MLN Deep Dive: <https://memorylabnetwork.github.io>



Memory Lab Model(s): Goals

What are your community needs?

What histories are valuable to your community?

What are your library's biggest challenges:

- to **build** the Memory Lab
- to **manage** the Memory Lab
- to **sustain** the Memory Lab

What are your library's biggest strengths
to **build, run and sustain**

**Memory Lab program includes: Digitization Lab,
Resources, and Classes/Events**

Goals & Expectations: Formulating a Plan

Audience

Space/Storage

Systems

IT/Support

Collecting

Policies/Procedures

Equipment/Repairs

Training/Classes

Marketing/Outreach

Evaluation

Sustainability

Additional considerations



Eddie Proctor, Tehama County Library

<http://www.tehamacountylibrary.org/retro-technology-lab>

Goals & Expectations: Audience



Audience

- Ages 30-90
- Diverse communities
- With LA being the entertainment capital, we expected users to have a wide variety of AV formats
- Photo scanning and VHS conversion are most popular



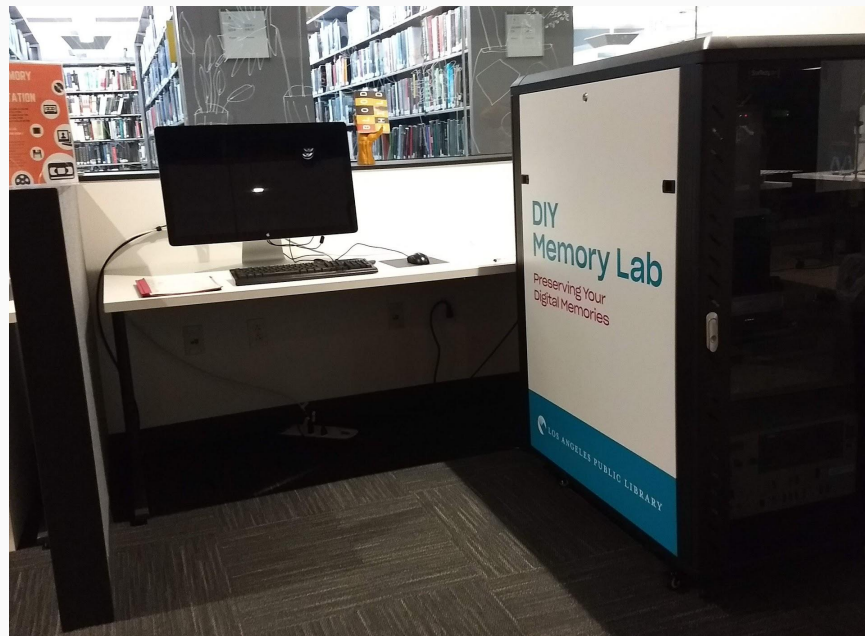
Visitors to the California African American Museum used LAPL's Mobile Memory Lab to digitize family photos and documents at an August 2019 event at the museum.

<https://americanlibrariesmagazine.org/2020/01/02/uncovering-past-libraries-digitization>



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Goals & Expectations: Space/Storage



Space/Storage

- Square footage
- Seating
- Power
- Network
- Noise
- Windows
- Lighting
- Environmental Control
- Privacy
- Security
- Mobility
- Scalability
- Donations
- Timing
- Signage
- Storage



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Octavia Lab Entrance



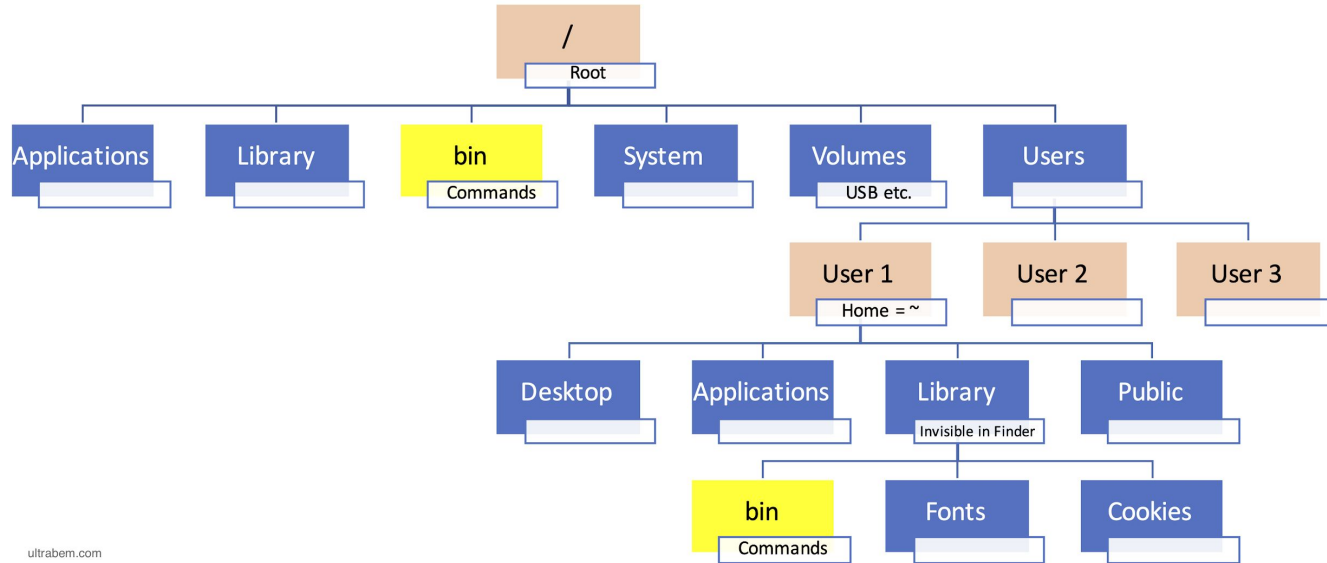
Staff Kiosk Inside Entrance/Exit



Laser Cutter & HTC Vive

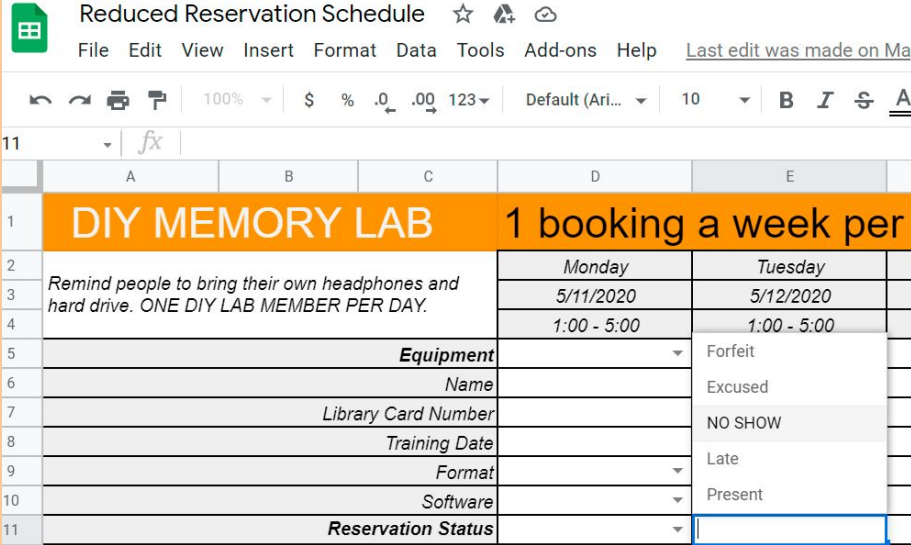


Goals & Expectations: Systems



Systems: in-house

- Do-it-yourself
- By appointment only;
booked using a spreadsheet
- Mandatory orientation; offered
twice monthly
- Users responsible for storage
- User Agreement + check-in upon
arrival
- Feedback form (optional)



The screenshot shows a Google Sheet titled "Reduced Reservation Schedule". The sheet is organized into columns A through E. Row 1 is highlighted in orange and contains the text "DIY MEMORY LAB" in column A and "1 booking a week per" in column D. Row 2 contains the text "Remind people to bring their own headphones and hard drive. ONE DIY LAB MEMBER PER DAY." in column A. Row 3 contains the text "Monday" in column D and "Tuesday" in column E. Row 4 contains the dates "5/11/2020" in column D and "5/12/2020" in column E. Row 5 contains the times "1:00 - 5:00" in column D and "1:00 - 5:00" in column E. Row 6 contains the text "Equipment" in column A and a dropdown menu in column D. Row 7 contains the text "Name" in column A and a dropdown menu in column D. Row 8 contains the text "Library Card Number" in column A and a dropdown menu in column D. Row 9 contains the text "Training Date" in column A and a dropdown menu in column D. Row 10 contains the text "Format" in column A and a dropdown menu in column D. Row 11 contains the text "Software" in column A and a dropdown menu in column D. Row 12 contains the text "Reservation Status" in column A and a dropdown menu in column D. The dropdown menu in row 12 is open, showing options: "Forfeit", "Excused", "NO SHOW", "Late", "Present", and an empty field.

	A	B	C	D	E
1	DIY MEMORY LAB			1 booking a week per	
2	Remind people to bring their own headphones and hard drive. ONE DIY LAB MEMBER PER DAY.			Monday	Tuesday
3				5/11/2020	5/12/2020
4				1:00 - 5:00	1:00 - 5:00
5	Equipment				Forfeit
6	Name				Excused
7	Library Card Number				NO SHOW
8	Training Date				Late
9	Format				Present
10	Software				
11	Reservation Status				

Systems: mobile

- Staff perform conversions, not patrons
- Potential issues
 - Takes more time
 - Set up/break down
 - Double checking equipment lists
 - Travel
 - Outside = No, please.
 - Less output
 - Increased failure/troubleshooting
 - Risk of damage



Overhead camera-based digitization setup for a Scanning Day at the Pacoima branch of the Los Angeles Public Library

Mobile equipment

- **Keeping it as light** as possible:
both weight and in square footage.
- **Keeping it as cheap** as possible
- A **complete mobile lab** - full vs. light



Signage at a Mobile Memory Lab Scanning Day at the Jefferson branch of the Los Angeles Public Library



Goals & Expectations: IT/Support

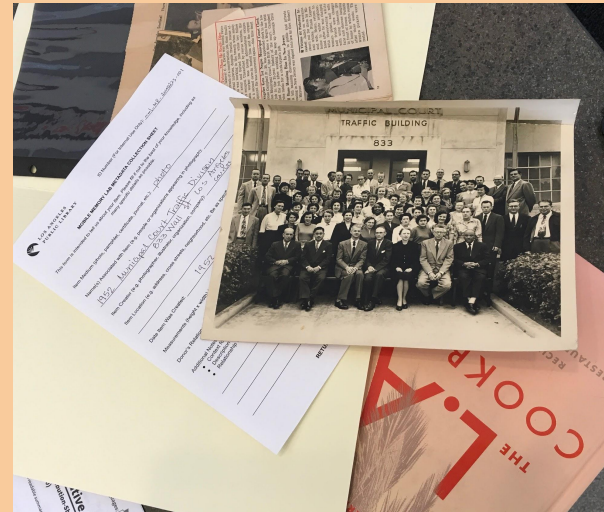
IT/Support

- Guest login for patrons with limited permissions; wireless only
- IT assigned to LAPL's DIY Memory Lab a Senior Systems Analyst who is personally interested in working with legacy formats
- Mainly help with Deep Freeze and Mac/PC support
- Try to gain buy-in from the rest of IT and include them in your trainings if possible (we got two)
- Are IT staff willing to provide Memory Lab assistance to patrons? It doesn't hurt to ask!



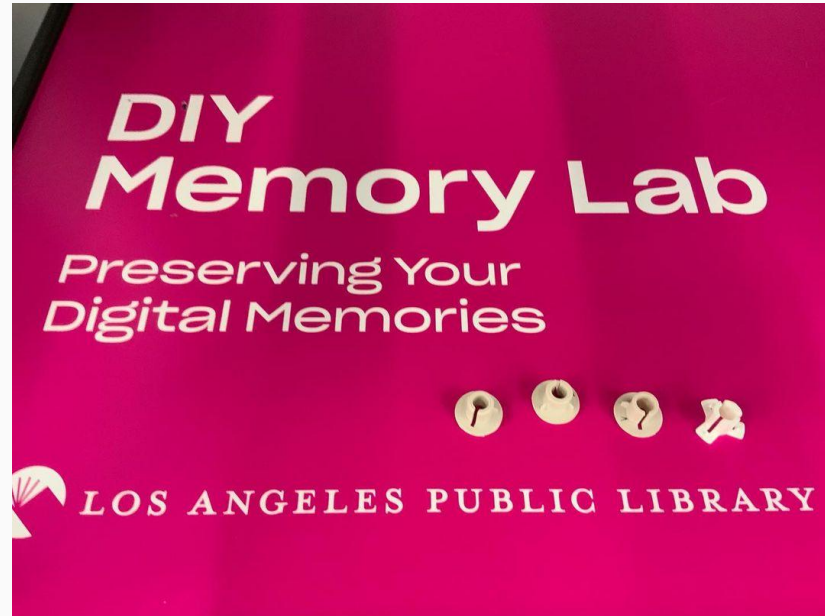
Collecting

- At LAPL, materials converted using the DIY Memory Lab digitization stations were not generally collected
- Active collecting of local history materials from community members occur during Mobile Memory Lab Scanning Days and Oral History Days



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Goals & Expectations: Policies/Procedures



Policies/Procedures



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- Respect existing policy of the space your Memory Lab occupies
- Digitization stations will be very popular. Give each user a fair opportunity to book appointments
- Ensure appointment slots allow enough time for both conversion and compression (if needed)
- Set a limit for how much hand-holding staff can do for users
- Establish what type of material is prohibited

DIY Memory Lab Policies



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- **Use of the Lab** - To use the Lab, customers must attend an orientation class, sign a release form and make a reservation up to one week in advance. Users must be 12 years of age or older. Users 12-17 must have a parent or legal guardian sign the User Agreement form on their behalf.
- **Length of Lab Visit** - Customers may reserve the Lab for 4 hours per day, once a week, per station.
- **Late Policy** - If you are over 10 minutes late, your reservation will be cancelled and the station will be made available to other customers.
- **Lab users are required to cancel reservations if they are unable to use their slot.** Lab users who book multiple sessions in a week who fail to cancel their reservations and do not show up to one reserved session will lose all of their bookings for the rest of the week.

DIY Memory Lab Policies



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- **Food and Beverages** – Food and drink are NOT allowed in the Lab. Food and drink can damage our media equipment as well as attract pests that can damage materials.
- **Saving Your Files** – Customers must save their work on a personal, external memory source. All Lab computers are reset after each reboot, so files cannot be stored on the Lab's computers without risk of losing data.
- **Storage of Personal Items** – Hard drives or other personal items needed for saving or transferring files cannot be stored at the Lab. Materials brought to Lab for scanning must remain with you at all times.

DIY Memory Lab Policies



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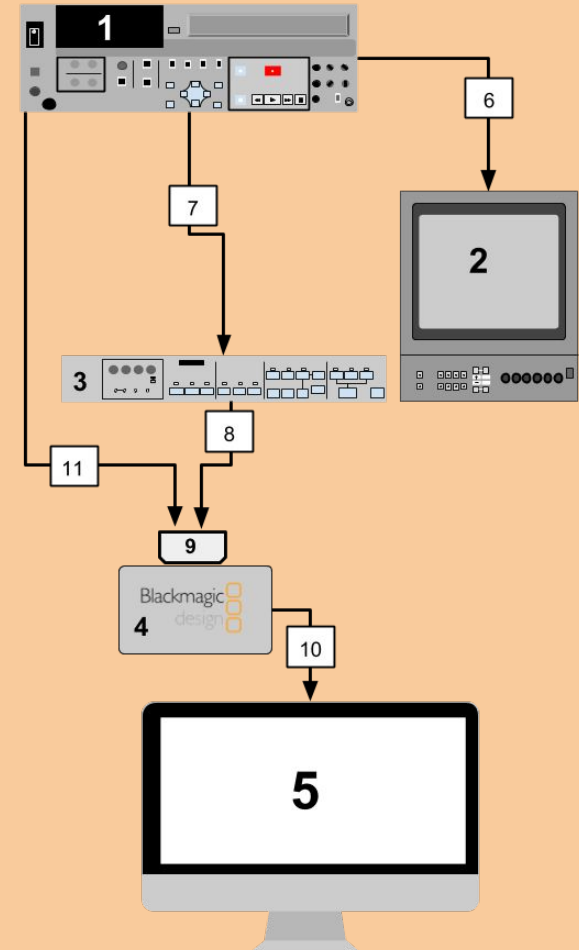
- **Staff Assistance** – Basic information about the Lab resources can be provided by staff; for more in-depth assistance customers should attend an additional orientation session, or request a Wed. or Fri. appointment.
- **User Liability** - The individual who books the Lab will be considered the main user and is responsible for any damages or misuse of equipment, even if a group is working on the project together.
- **Liability Limitation** - All users must agree to hold the library harmless from any and all claims, losses, damages, obligations or liabilities directly or indirectly related to the use of its computing and information resources, caused thereby, or arising there from.

Goals & Expectations: Equipment/Repairs



Considerations for Equipment/Repairs

- Donations
- Low stock
- Discontinued items
- Vendor purchasing constraints
- Technology constraints/additions
- IT environment/support
- Mobility
- Expense
- Shipping



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DIY Memory Lab Video Equipment

- Prosumer and consumer VHS decks
- DVCAM deck
- U-Matic deck
- DVD player
- Monitor
- Time Base Corrector (TBC)
- Analog to Digital converter
- Power conditioner



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DIY Memory Lab Audio Equipment

- Vinyl record player (LPs and 45s)
- Audiocassette deck
- Minidisc deck
- Digital Audio Tape (DAT) deck
- Open reel audio player
- CD player



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In addition

- Computer 8GB RAM, 500 GB storage
 - All-in-one PC with CD/DVD writer
- Flatbed scanner
- Film scanner
 - Super 8mm; Regular 8mm
 - Picture only (no sound)
- 3.5" floppy disk drive



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Mobile Equipment

Large Pelican Case #1 Inventory: Flatbed Scanning

Dimensions: 37.5 x 27.1 x 14.4"

- Epson Expression 12000 XL **Scanner**, Power Cord, USB 2.0 Cable - 3 pieces
- Transparency & Photo **Holders** - 4 pieces
- Smith-Victor Tabletop/Background **Light Stand/Pole** (18") and **Base Plate** - 2 pieces
- Sony MDR-ZX110AP Extra Bass **Smartphone Headset**
- USB **Mouse**

Mobile Memory Lab

Preserving Your
Digital Memories



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Mobile Equipment

Medium Pelican Case #2 Inventory: Overhead Capture

Dimensions: 31.3 x 20.4 x 15.5"

- Dell Mobile Precision 3530 **Laptop** and **Power Cord** - 2 pieces
- Western Digital My Passport **Portable Hard Drive** (4TB), **USB 3.0 Cable** - 2 pieces
- Canon EOS Rebel SL2 **DSLR Camera** and 18-55mm **Lens** - 2 pieces
- SanDisk Extreme UHS-I SDHC **Memory Card** (16 GB) and **Card Case** - 2 pieces
- Manfrotto Befree Advanced Travel Aluminum **Tripod** and 494 **Ball Head**
- Genaray SpectroLED Essential 365 Daylight **LED Light**
- Canon LP-E17 Lithium-Ion **Battery Packs** - 2 pieces
- Lithium-Ion **Battery Charger**
- Canon EF-S 60mm f/2.8 Macro USM **Lens**
- Flex Lens **Shade** for SLR Lens
- Camera-to-Computer **USB Cables** - 2 pieces

Mobile Memory Lab

Preserving Your
Digital Memories



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Mobile Equipment

Small Pelican Case #3 Inventory: Audio recordings (oral histories)

Dimensions: 21.2 x 16.0 x 10.6"

- Zoom H5 Handy **Recorder** with Interchangeable Microphone System (2 Pieces) and **Plastic Case** - 2 pieces
- Zoom H5 Handy Recorder Operation **Manual** - 3 pieces
- Zoom XYH-6 - X/Y **Microphone Capsule** for Zoom H5 Field Recorder
- Audio-Technica Pro 70 Cardioid Lavalier **Condenser Microphone**
- Kopol **XLR Male to XLR Female Cable**
- Sony WH-CH700N Wireless Noise-Canceling Over-Ear **Headphones**
- Zoom TPS-3 **Tripod Stand**
- **USB 2.0 Cable**
- **MicroSD Card** (2 GB) - 2 pieces

Mobile Memory Lab

Preserving Your
Digital Memories



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Goals & Expectations: Training/Classes



Memory Lab orientation at Broward County Library
<https://www.broward.org/Library/Pages/MemoryLab.aspx>

Resources

<https://www.lapl.org/memorylab>

All libraries remain closed to the public until further notice. [Library To Go](#) service is available at selected libraries.

[Books & E-Media](#)

[Education & Research](#)

[Services & Programs](#)

[Events](#)

[Locations & Hours](#)

[Get Involved](#)

[About LAPL](#)

[Español](#)

[Kids & Parents](#)

[Teens](#)

[How Do I?](#)

[My Library Account](#)

[Reserve a Computer](#)

[Ask a Librarian](#)

[Book a Librarian](#)

[Find A Library](#)

[Connect with LAPL](#)



Support
Your Library



Memory Lab - Online Resources

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Welcome

Why Archiving?

DIY Memory Lab

Mobile Memory
Lab

Workshops

Resources

Formatting Hard Drives FAT/exFat for Mac+PC (PDF)

An essential step before saving digitized files. This will enable your external hard drive to work seamlessly between Windows and iOS.

Identifying and Loading Media (PDF)

Can't tell the difference between DVCAM and miniDV? Use this guide to identify what type of media you're dealing with and how to handle it.

Library of Congress: Collections Care

Provides basic information and simple steps to take for the good care, handling, and storage of collections of various format types.

Library of Congress: Personal Archiving

Provides basic guidance to individuals about preserving personal and family memories in digital form.

Northeast Document Conservation Center

NEDCC is a trusted source of information on caring for collections, both physical and digital. The Center is a national leader in training on digital preservation and can offer advice on building sustainable digital collections.

AIC: Find a Conservator

Classes

<https://www.lapl.org/memorylab>

Memory Lab Orientation

Wed., Mar. 4, 2020 @ 3:30-5:00 PM

Sat., Mar. 21, 2020 @ 11:00 AM-12:30 PM

Wed., April 1, 2020 @ 3:30-5:00 PM

Learn how to use the DIY Memory Lab's professional-grade equipment and transfer your VHS tapes, audiocassette tapes, photographs, and slides to digital formats.

This orientation is **required** for those who want to book a session to use the DIY Memory Lab digitization station equipment for the first time.

Memory Lab: Think Like an Archivist!

Saturday, February 8th @ 3:00 p.m.

Tackle the boxes of print papers, photographs, slides, video, and other analog collections around your house.

Memory Lab: Digital Preservation Basics: Photos

Saturday, March 21st @ 1:30 p.m.

Class focuses on archival tips for preserving your born-digital photographs. Participants will learn how to organize and save digital photographs for the future.

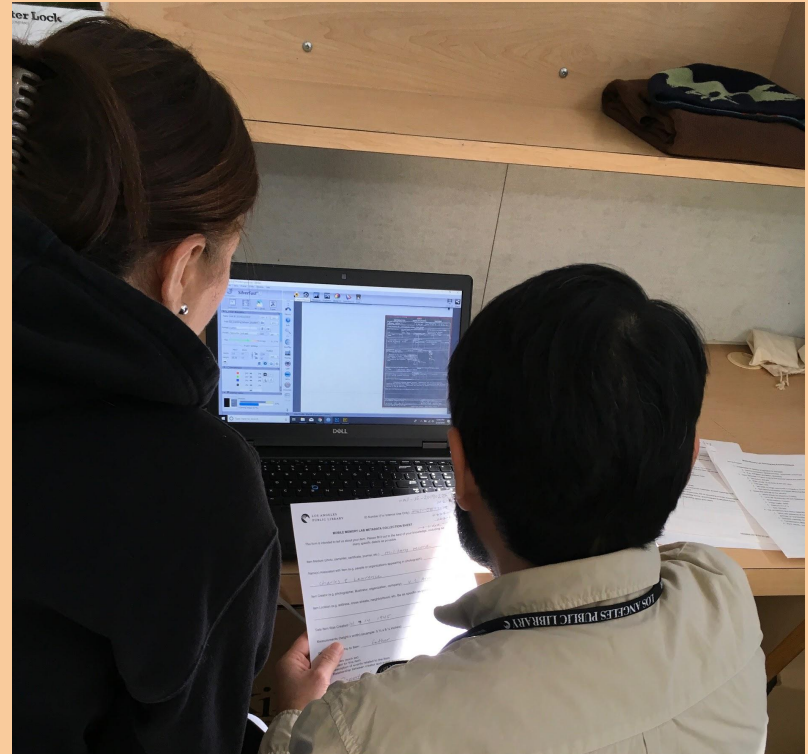
Memory Lab: Planning for your Digital Afterlife

Saturday, April 25th @ 1:30 p.m.

Do you have an afterlife plan for the priceless memories on your phone, computer, social media accounts, and email? Learn what happens to your digital assets after death, and how you can create and protect your digital legacy today.

Staff Training Considerations

- Assign two ambassadors
- The biggest challenge: resistance to change and/or fear of unfamiliar technologies
- Provide incentives
- Let go of the idea that you have to be an expert
- Be adaptable; always learning
- Failing fast and often is OK
- Recruit additionally outside of your department
- Identify staff/volunteers who will champion the Memory Lab



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Goals & Expectations: Marketing/Outreach

DIY MEMORY LAB ORIENTATION

SAT., MAR. 21, 2020 @ 11 AM-12:30 PM
WED., APR. 1, 2020 @ 3:30-5 PM
SAT., APR. 25, 2020 @ 11 AM-12:30 PM
WED., MAY 6, 2020 @ 3:30-5 PM
SAT., MAY 23, 2020 @ 11 AM-12:30 PM

SATURDAY - OCTAVIA LAB
WEDNESDAY - MEETING ROOM A

This orientation is a prerequisite for booking appointments with the DIY Memory Lab. Learn the basics of scanning and audiovisual digitization in order to preserve and make accessible your analog personal keepsakes, including photos, negatives, VHS, and audio cassettes. RSVP recommended.



SAVE THE DATE!

DIY MEMORY LAB ORIENTATIONS

Attending a session below will allow you to book an appointment at the DIY Memory Lab to digitize your home movies, photos, and more!

Wednesday, June 26, 2019 | July 3, 2019 | July 24, 2019

Time: 10:00 a.m. - 11:30 a.m.

Location: Meeting Room A, Central Library
630 W. 5th St., Los Angeles, CA 90071

No registration required. First come, first served, so arrive on time!

HAPPENING NOW:

MOBILE MEMORY LAB COMMUNITY SCANNING DAY

Digitizing the local history of our Los Angeles neighborhoods, one artifact at a time.

BRING YOUR FAMILY AND
COMMUNITY PHOTOS,
LETTERS, DIARIES, AND
MORE!

We'll digitize your materials to share with future generations.

You'll keep the originals and receive digital copies of your mementos to take home.



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Visit www.laplib.org/memorylab for more information



Outreach and promotion

- Collaborate across library departments, branches, and local community organizations.
- Work with your Public Relations department if you have one!



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Mobile Memory Lab
Preserving Your Digital Memories

Community Scanning Day
Saturday, April 6
10:30 a.m.~4:30 p.m.
Bring your Los Angeles-related photographs, letters and other items from decades past so they can be digitized. All participants will go home with their original mementos and digital versions.

Digitized materials will be preserved in the Los Angeles Public Library's collections and made available to the public.

WOODLAND HILLS BRANCH
Los Angeles Public Library
22200 Ventura Blvd.
(818) 226-0017

Oral History Day
Saturday, April 20
10:30 a.m.~4:30 p.m.
Do you have stories about living in Woodland Hills that you want to record and share with future generations? If so, we want to interview you for the library's oral history collection.

For ADA accommodations, please call (213) 228-7430 at least 72 hours prior to the event.

f t i @lapubliclibrary

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The Memory Lab Workshop Series
Providing tools and resources to preserve your unique history.



Space in these classes is limited and available on a first-come, first-served basis. Please register in advance to reserve your spot by emailing rarebook@lapl.org.

Think Like an Archivist
Fri., Sep. 7 and Fri., Oct. 12
2 - 3:30 p.m.
To many individuals, archiving is a mystery. This workshop will cover basic, Library of Congress-approved methods for organizing and preserving your personal records and family keepsakes, including photos, documents, newspapers, and other materials.

Get Your Scan On!
Fri., Sep. 21 and Fri., Oct. 26
2 - 3:30 p.m.
Learn why digitization is important as well as the methods and procedures involved, from the basics of photo scanning to tips on how to organize all of your files once they've been digitized.

CENTRAL LIBRARY
Cannon Center for New Technology - First Floor
Los Angeles Public Library
630 W. Fifth St.
213-228-7350

The project was made possible in part by the Institute of Museum and Library Services through a grant to the Digitization and Special Collections Department. Training and Support provided by the OC Public Library.

For ADA accommodations, please call (213) 228-7430 at least 72 hours prior to the event.

f t i @lapubliclibrary lapl.org

Outreach and promotion

- Branch and subject dept. librarians
- Friends groups
- Octavia Lab tours
- Media coverage
- Library webpage
- Pamphlets
- Bookmarks
- Zines



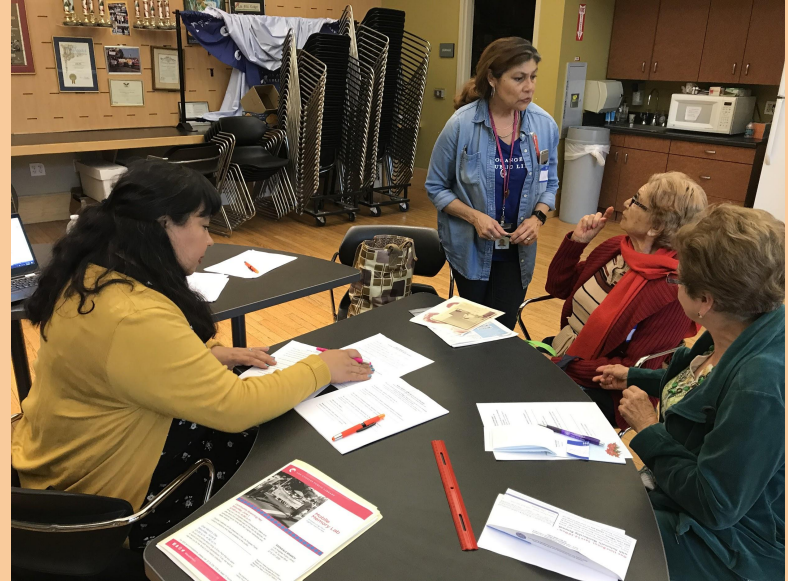
Patrons show off their LAPL-branded USB bracelets containing their digitized files at an Edendale branch Mobile Memory Lab Scanning Day



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Partnerships!!!

- Edendale Branch Library
- Jefferson Branch Library
- Pacoima Branch Library
- Woodland Hills Branch Library
- Regional Adult Librarian Meetings
- Engagement and Outreach Department
- California African American Museum
- City of Los Angeles Dept. of Aging
- Angelus Plaza



Anita Martinez and Maria Novoa collecting metadata
at an Edendale branch Mobile Memory Lab Scanning Day



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Goals & Expectations: Evaluation



Evaluation: PLA Project Outcome



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Los Angeles Public Library Memory Lab: Educating the public about personal archiving and digital preservation.

Please take a few minutes for this brief survey and let us know if, as a result of participating in the Memory Lab program...

1. You learned something that is helpful

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----

2. You feel more confident about what you just learned

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----

3. You intend to apply what you just learned

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
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4. You are more aware of resources and services provided by the library

Strongly Disagree	Disagree	Neither	Agree	Strongly Agree	N/A
-------------------	----------	---------	-------	----------------	-----

5. What did you like most about the program?

6. What could the library do to better assist you in learning more?

Survey is double-sided! Flip this page over to complete all questions.

7. What are 1-2 of the most useful things you learned about personal archiving?

8. If you were to recommend this program to a family member or friend, what would you say?

9. What is your age?

Date: _____

Location: Los Angeles Public Library

This survey is part of the Public Library Association's Project Outcome, a national initiative to help public libraries measure the impact of their programs and services, with funding from the Bill & Melinda Gates Foundation. For more information about this effort, please visit www.projectoutcome.org.



Evaluation: Google Digitization Station Form



DIY Memory Lab - Digitization Station - Feedback Form

Your response will help us improve our services.

* Required



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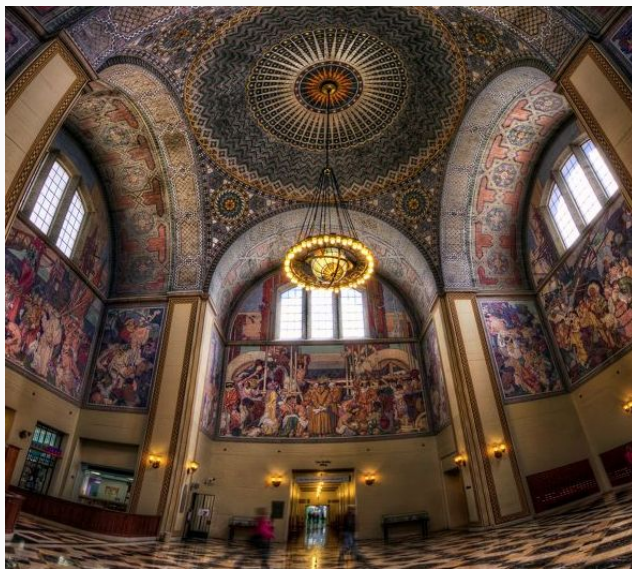
Evaluation: Digitization Station Feedback Form

1. How many times have you used the digitization station(s)?
2. Which formats did you transfer? Check all that apply.
3. You feel more confident about the digitization process(es): Y/N
4. What did you like most about using the digitization station(s)?
5. What could the library do to improve your learning?
6. Additional comments/suggestions.
7. What is your age?



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Goals & Expectations: Sustainability



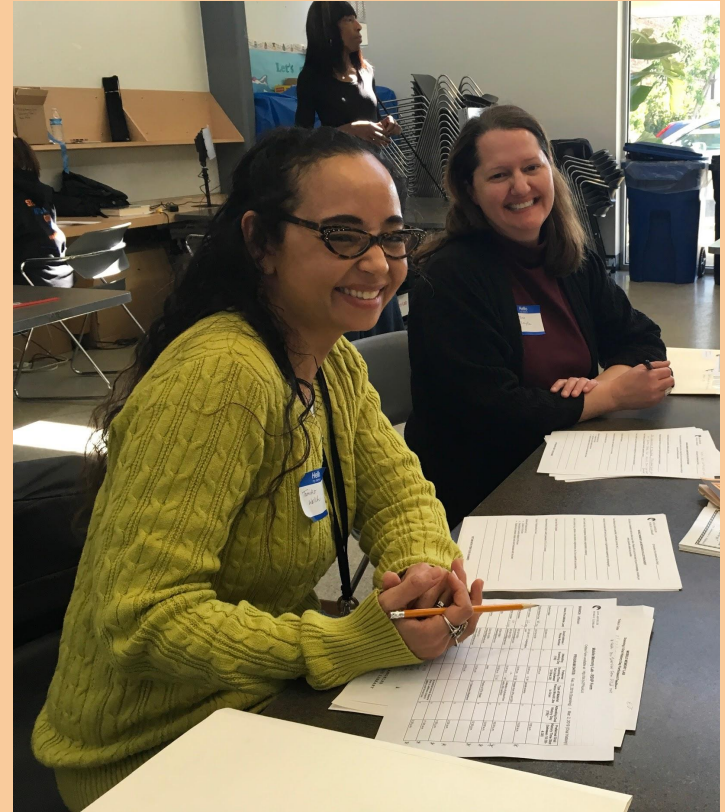
Los Angeles Public Library
Photograph by Carla Molinari

Sustainability

- Incorporate staff who already work in the Memory Lab space, e.g. the Octavia Lab, LAPL's makerspace
- Invite staff to Memory Lab-related workshops and orientations as part of training
- Schedule weekly/monthly times when library staff can digitize their own materials in the lab, so that they remain in practice



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Librarians Tamiko Welch and Rose Knopka collecting metadata
at a Jefferson branch Mobile Memory Lab Scanning Day

Sustainability

- Monthly deck cleaning when staff can casually discuss issues/successes
- Solicit donations from patrons at orientations; they may know people in their networks who own legacy AV equipment
 - Have a list of specific deck types/models
- As Admin sees the value of the Memory Lab, they will be more inclined to direct funding toward new equipment, repairs, etc.



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Librarians Tamiko Welch and Rose Knopka collecting metadata
at a Jefferson branch Mobile Memory Lab Scanning Day

Questions? Comments?



Kurt Thum and Suzanne Im celebrating their AV equipment haul from KJLA, a local Spanish TV station

Thank you! Keep in touch!

Suzanne Im
sim@lapl.org

Pamela Vadakan
pvadakan@californiarevealed.org

916.653.5074

memorylabnetwork.github.io

lapl.org/memorylab

californiarevealed.org/memorylabs

library.ca.gov/services/to-libraries/copycat-grants/memory-lab

